



Human Resources- Employee District residency	✓	Annually		Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017
Human Resources- Employee Onboard Time	✓	Annually		Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017
Performance Management- Employee Performance Plan Completion	✓	Annually		Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017

## 2017 Operations

Operations Header	Operations Title	Operations Description	Type of Operations
<b>1 - Provide fair, consistent and transparent sentencing policy for felony sentences imposed in the District of Columbia to ensure that similar offenders who are convicted of similar offenses receive similar sentences. (2 Activities)</b>			
SENTENCING GUIDELINE MONITORING	Review and Verify All Felony Sentences.	Review and verify each felony sentence imposed by the D.C. Superior Court for accuracy and completeness. Once the verification process is completed, calculate judicial compliance with the recommended guideline sentence in an accurate and timely manner.	Daily Service
SENTENCING GUIDELINE MONITORING	Identify Irregularities and Inconsistencies in Felony Sentences Imposed.	Review sentencing data received from the D.C. Superior Court to identify data quality issues to be resolved, departures from the recommend guideline sentence, and emerging sentencing trends that may require review by the Commission and potential policy modifications	Daily Service
<b>2 - Provide effective education and support to improve understanding and awareness of the District's Voluntary Sentencing Guidelines to ensure citizens of the District have a clear understanding of the sentencing process. (2 Activities)</b>			
SENTENCING GUIDELINES TRAINING	Maintain and Update Agency Website.	Update the agency's website with "Guideline Alerts" to ensure the public and criminal justice community are notified of changes to sentencing policy or practices under the sentencing guidelines. On a monthly basis, update training and other guideline related materials to ensure public access to accurate and timely information about sentencing in the District of Columbia.	Daily Service
SENTENCING GUIDELINES TRAINING	Provide Sentencing Guideline Training.	Provide Sentencing Guideline training to criminal justice professional that will increase their understanding of the guidelines and ensure proper application of the guidelines thus reducing potential sentencing errors.	Daily Service
<b>3 - Provide high quality analysis and evaluation of sentencing data to inform the development of effective sentencing policy in the District of Columbia that increases public safety while decreasing unwarranted disparity in sentences. (2 Activities)</b>			
SENTENCING GUIDELINE MONITORING	Monitor and Maintain the GRID System.	Monitor and maintain the data analysis module of the agency's data system (GRID) used to identify and evaluate sentencing trends throughout the year to inform the development of effective sentencing policy for the District.	Daily Service
POLICY REPORTS AND PROPOSALS	Respond to Data Requests.	Effectively respond to data requests from legislators, criminal justice professionals, and the public by providing accurate and timely sentencing information.	Daily Service

## 2017 Workload Measures

Measure	New Measure/ Benchmark Year	Add Historical and Target Data (FY17)	Numerator Title	Units	Frequency of Reporting	FY 2014	FY 2015	FY 2016 Actual
<b>1 - Identify Irregularities and Inconsistencies in Felony Sentences Imposed. (1 Measure)</b>								
Sealed Cases	<input type="checkbox"/>		# of Cases Sealed	Sealed Cases	Quarterly	2270	3441	1690
<b>1 - Review and Verify All Felony Sentences. (5 Measures)</b>								
Number of Felony Counts Sentenced	<input type="checkbox"/>		# Felony Counts Sentenced	Sentences	Quarterly	2932	2611	2388
Number of CSOSA Criminal History Scores Submitted	<input type="checkbox"/>		# Criminal History Scores Received	Criminal History Score	Quarterly	2591	2730	1656
Number of Felony Cases Sentenced	<input type="checkbox"/>		# of Felony Cases Sentenced	Cases	Quarterly	2056	1891	1843
Number of Departure Letters Sent	<input type="checkbox"/>		Number of Departure Letters Sent	Departure Letters	Quarterly	136	96	60
Departure Letter Responses	<input type="checkbox"/>		Departure Letter Responses	Responses	Quarterly	71.32	84.4	71.67%
<b>2 - Maintain and Update Agency Website. (1 Measure)</b>								

Agency Website Hits	<input type="checkbox"/>	# Website Hits	Website Hits	Quarterly	10681	14050	23424
<b>2 - Provide Sentencing Guideline Training. (2 Measures)</b>							
Number of Sentencing Guideline Trainings Provided	<input type="checkbox"/>	# of Guideline Trainings	Trainings	Quarterly	6	10	20
Agency Website Updates Completed	<input type="checkbox"/>	# Website Updates Completed	Updates	Quarterly	57	38	42
<b>3 - Monitor and Maintain the GRID System. (2 Measures)</b>							
# Hours required to complete data requests.	<input type="checkbox"/>	# Hours to complete data requests	Hours	Semi-Annually	510	525	826
GRID Tickets Entered	<input type="checkbox"/>	Grid Tickets	GRID Tickets	Quarterly	202	121	67
<b>3 - Respond to Data Requests. (1 Measure)</b>							
Data Requests Received	<input type="checkbox"/>	# Data Requests	Data Requests	Quarterly	32	49	47

## 2017 Strategic Initiatives

Strategic Initiative Title	Strategic Initiative Description	Proposed Completion Date
<b>POLICY REPORTS AND PROPOSALS (3 Strategic initiative-operation links)</b>		
Identify the necessary components to be included in a Continuity of Operations Plan	COOP planning is an effort to assure that capability exists to continue essential or functions that are mission critical across a wide range of potential emergencies. Given the time and resources the agency has expended over the past three years in developing a comprehensive and complex data system, developing a COOP plan is essential to ensure continued performance of essential functions during an emergency, protect records and data files, reduce or mitigate disruptions to operations and achieve a timely and orderly recovery for an emergency situation. This initiative will focus on identifying the necessary components to be included in a comprehensive COOP plan and will serve as the basis for the agency's development of a COOP plan.	09-30-2017
Provide Sentencing Data Sets on WebSite	The agency will develop and post on its website, at a minimum, two data sets that include: (1) all felony counts sentenced between 2010 - 2016, and (2) all homicide counts sentenced between 2010 and 2016. These data sets will include both demographic and sentencing related data elements that will enable the public, students, and criminal justice professional to easily access and conduct their own analysis on this data increasing transparency, efficiency and public awareness of sentencing trends within the District of Columbia. This initiative will begin October 1, 2016 and be completed by April 3, 2017.	04-03-2017
Evaluation Study	Phase II and III of the sentencing guideline evaluation study which analyzes sentencing patterns pre-and-post guideline implementation will be completed by November 30, 2016. The Guideline Evaluation Study, which focuses on the effectiveness of the guidelines in achieving their stated goals of certainty, consistency, and adequacy of punishment in sentencing will be completed and distributed in February 2017. The study will inform citizens, policy makers and criminal justice professionals of the impact the implementation of the guidelines have had on sentencing in the District.	02-06-2017
<b>SENTENCING GUIDELINE MONITORING (4 Strategic initiative-operation links)</b>		
Judicial Compliance Verification Procedure	Develop and implement a standardized manual review process for sentences initially designated as "non-compliant" by the GRID system. All sentences initially identified as non-compliant will be reviewed for data quality issues and the data will be verified using JUSTIS within four weeks. This will enable departure letters to be sent to the court within 60 days of sentencing, with the goal of increasing departure letter response rates by 10%, and enable the agency to achieve its projected 96.5% compliant Guideline sentences. This initiative will begin on October 1, 2016 and be completed by September 30, 2017.	09-30-2017
11(c)1(c) Pleas	The Guidelines classifies certain sentences imposed outside the recommended guideline sentence range as "compliant departures" due to special sentencing rules or 11(c)(1)(c) pleas, which represent a sentence that has been agreed upon by both the prosecutor and defense counsel. Although these sentences are outside the recommended guideline sentence, they represent a specific type of sentence given that both parties are in agreement. The percentage of compliant departures that are classified as 11(c)(1)(c) will be calculated each quarter to identify the impact they have on the total number of compliant departure sentences imposed under the guidelines and to identify any sentencing trends that may occur.	09-30-2017
Evaluation Study	Phase II and III of the sentencing guideline evaluation study which analyzes sentencing patterns pre-and-post guideline implementation will be completed by November 30, 2016. The Guideline Evaluation Study, which focuses on the effectiveness of the guidelines in achieving their stated goals of certainty, consistency, and adequacy of punishment in sentencing will be completed and distributed in February 2017. The study will inform citizens, policy makers and criminal justice professionals of the impact the implementation of the guidelines have had on sentencing in the District.	02-06-2017

Identify the necessary components to be included in a Continuity of Operations Plan	COOP planning is an effort to assure that capability exists to continue essential or functions that are mission critical across a wide range of potential emergencies. Given the time and resources the agency has expended over the past three years in developing a comprehensive and complex data system, developing a COOP plan is essential to ensure continued performance of essential functions during an emergency, protect records and data files, reduce or mitigate disruptions to operations and achieve a timely and orderly recovery for an emergency situation. This initiative will focus on identifying the necessary components to be included in a comprehensive COOP plan and will serve as the basis for the agency's development of a COOP plan.	09-30-2017
<b>SENTENCING GUIDELINES TRAINING (2 Strategic initiative-operation links)</b>		
Improve Effectiveness of Guideline Training	Develop a Guideline Training Evaluation Form to be distributed and completed by participants at the end of each training that identifies the most and least effective areas of training by December 30, 2016. Data from the evaluation form will be recorded and analyzed by training staff quarterly and changes to the training syllabus will be implemented to achieve an effectiveness rating of 80% or higher by September 30, 2017.	09-29-2017
Guideline Training FAQ's	This initiative will develop a FAQ section for the Guideline Training portion of the agency's website and include the most frequent questions addressed during training sessions. Expanding the training portion of the website to include the FAQ's will complement the website trainings available and provide responses in a very quick and easy to access format to commonly asked questions, while increasing both citizens and criminal justice professionals understanding and applications of the Sentencing Guidelines. An initial set of FAQ's will be developed and posted by December 30, 2016, with updates to the list completed quarterly as needed.	01-30-2017

Created on Dec. 15, 2015 at 4:14 PM (EST). Last updated by [Fowler-Finn, MeghanMarie \(OSSE\)](#) on March 14, 2016 2:32 PM at 2:32 PM (EDT). Owned by [Fowler-Finn, MeghanMarie \(OSSE\)](#).